



South Carolina Department of Insurance

300 Arbor Lake Drive, Suite 1200

Columbia, South Carolina 29223

Mailing Address:

P.O. Box 100105, Columbia, S.C. 29202-3105

IMPORTANT NOTICE

To: All Insurance Companies and Health Maintenance Organizations Licensed to Conduct Business Within the State of South Carolina

From: South Carolina Department of Insurance

Subject: 2005 Premium Tax Forms and Instructions
2006 Quarterly Tax Return Installments and Instructions
2006 State Filing Checklists and Instructions

Please forward a copy of this Notice to: 1) the person in your company who is responsible for preparing and filing this Department's 2005 Premium Tax Form and 2006 Quarterly Tax Return Installments **and** 2) to the person responsible for making the required 2006 state filings to this Department.

The South Carolina Department of Insurance will **not** be mailing the 2005 Premium Tax Forms and Instructions, the 2006 Quarterly Tax Return Installments and Instructions, or the 2006 State Filing Checklists and Instructions to insurers and health maintenance organizations as the information can now be accessed, after December 31, 2005, from the Department's Home Page at the following web address:
<http://www.doi.sc.gov/Eng/Public/Company/Company.asp#Instructions>

All insurance companies, including risk retention groups and captive insurance companies, and health maintenance organizations must file their 2005 Premium Tax Form and fees with this Department by March 1, 2006, even if no business was written in South Carolina in 2005. Those companies that file quarterly estimates must file with the Department on or before June 1, 2006, September 1, 2006, and December 1, 2006. **Please make sure the company name, South Carolina Company Code Number, and state of domicile appear on each tax return.**

Note: Only insurers and health maintenance organizations domiciled within the state of South Carolina are required to file a hard copy of their 2005 Annual Statement and hard copies of their 2006 Quarterly Statements with this Department.

2005 Premium Tax Forms and Instructions and 2006 Quarterly Tax Return Installments and Instructions questions should be directed to:

Mary Sturkie (msturkie@doi.sc.gov or 803-737-6082) or
Gloria Akram (gakram@doi.sc.gov or 803-737-6136) or
Nancy Bourgoin (nbourgoin@doi.sc.gov) or 803-737-6235).

2006 State Filing Checklists and Instructions questions should be directed to:

Tim Campbell, Chief Financial Analyst (tcampbell@doi.sc.gov) or 803-737-6109.